

Job Title:	Case Manager
Position Type:	Full-time, Hourly
Reports To:	Executive Director
<p>Program Summary:</p> <p>Project REBUILD, Inc. is a nonprofit organization with a mission to re-engage young adults to create pathways to academic, professional, and leadership opportunities while providing them with the skills and support to set them up for lifelong success. It offers young people between the ages of 16-24 work readiness training using hands-on lessons and academic instruction leading to a high school diploma. The comprehensive program also includes leadership development, community service, case management, workforce development, life skills curriculum, mentoring, and post-program support.</p> <p>Position Summary:</p> <p>The Case Manager works with the participants to provide ongoing counseling support, advocacy, and guidance in order to help them deal with their personal, legal and social service needs, especially those that interfere with their ability to meet the program requirements.</p> <p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Assess personal needs of youth and help to obtain resources to meet their needs • Provide individual and group life skills lessons to participants • Advocate with human services, health, and court and criminal justice systems to resolve issues facing members • Meet with youth at regular intervals to assess goals and immediate needs • Exhibit sound judgment skills as a role model for students • Maintain documentation as required • Attend all staff meetings and coordinate individual plans with other staff <p>Qualifications and Skills:</p> <ul style="list-style-type: none"> • Minimum of two years post high school education or training • Minimum of two years case management experience • Strong written and oral skills • Strong presentation skills • Excellent attention to detail and follow through 	

Conditions of Employment:

- Strong commitment to the program and helping young people succeed
- Must be eligible to work in the United States and provide necessary documentation legally
- Ability to pass a pre-employment background check, including an FBI Background Check, which includes fingerprinting
- Must accept and agree to abide by the organization's Drug-Free Workplace Policy that includes drug testing
- If the position requires driving organization-owned vehicles, you must have a valid driver's license and meet safe driver criteria established by the organization and our insurance company
- Ability to maintain professional boundaries with vendors, staff, and members

Benefits:

- Paid Holidays
- Paid Time Off
- Health Insurance
- Retirement Plan

Learn more about:

- [Project REBUILD, Inc.](#)
- [YouthBuild USA](#)

Project REBUILD, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics. In addition to federal law requirements, Project REBUILD complies with applicable state and local laws governing nondiscrimination in employment in every location in which we have facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.